

DEPARTMENT OF EMERGENCY SERVICES AND PUBLIC PROTECTION
JOB OPPORTUNITY
EQUAL EMPLOYMENT OPPORTUNITY MANAGER

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: **Lateral Transfers and Candidates on a current examination list**

Location: Middletown

Job Posting No: 5425

Salary: \$75,653 - \$97,032 (MP63) - New hires to state employment start at the minimum salary range

Closing Date: **Wednesday, June 5, 2013**

In a state agency this class is accountable for directing and performing activities for an Equal Employment Opportunity program. In a moderate sized agency such as the Department of Emergency Services and Public Protection manages the full range of duties in the Equal Employment Opportunity unit.

Eligibility Requirement: **Candidates must have applied for and passed the Equal Employment Opportunity Manager exam and be on the current certification list promulgated by the Department of Administrative Services. State employees currently holding the Equal Employment Opportunity Manager or those who have previously attained permanent status in this class may apply for a lateral transfer.** Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.

Preferable Candidate should have thorough knowledge of federal and state laws pertaining to EEO/AA; Current AA and EEO related issues, developments, and experience investigating discrimination complaints and managing institutional response; ability to understand the principles and practices of personnel administration within civil service guidelines as well as barriers faced by protected groups in the workplace; experience working with supervisors or similar legislative body, community action groups, and appointed commissions.

Special Requirement:

1. Incumbents in this class may be required to travel.
2. Incumbents in this class must complete ten (10) hours of training during the first year of service or designation and a minimum of five (5) hours per year thereafter. This training shall include (1) state and federal discrimination laws and (2) internal discrimination investigation techniques which will be provided by the Commission on Human Rights and Opportunities and the Permanent Commission on the Status of Women.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion rules.

Application Instructions: Interested and qualified candidates who meet the above requirements should submit a resume, cover letter, CT-HR/12 (State Application) & CT-HR/13 (Addendum), and two (2) letters of professional references from current and/or previous supervisors. State employees must submit two most recent performance appraisals in lieu of references by ***Wednesday, June 5, 2013, close of business to:**

The Department of Emergency Services & Public Protection
1111 Country Club Road, Middletown, CT 06457-9294
Attn: Denise Shelton, Human Resources Associate
Fax: (860) 685 – 8356

***Incomplete or late application packages will not be considered**

If faxing your packet; original to be mailed. Please note that due to the large volume of applications received, we are unable confirm receipt of applications.

Candidates who have been selected for employment with the Department of Emergency Services & Public Protection are subject to a detailed background investigation, including a criminal check, federal and reference checks. Selection for employment is contingent upon satisfactory completion of the background investigation.

The State of Connecticut is an Affirmative Action/ Equal Employment Opportunity Employer